

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-13

Subject:

DATE: 02/07/80

Sunset Review:

FLETC CAREER DEVELOPMENT PROGRAM FOR
LOWER-LEVEL EMPLOYEES (CADE PROGRAM),
GS-1-8 OR EQUIVALENT

1. PURPOSE. This directive establishes the Federal Law Enforcement Training Center (FLETC) Career Development Program for Lower-Level Employees, (formerly referred to as Upward Mobility), defines program requirements and provides guidelines for the implementation and maintenance of this program at the Center.

2. REFERENCES.

- a. Executive Order 11478
- b. Equal Employment Opportunity Law of 1972 (EEO Law of 1972)
- c. CSC Bulletin 335-24 dated may 1, 1978
- d. Treasury Personnel Management Manual (TPMM) 713-13.A dated August 10, 1978
- e. Treasury Training Agreement for CADE dated September, 1977

4. POLICY. It is the policy of the FLETC to increase the opportunities for under trained employees (GS-1-8 or Equivalent) to attain their employment capabilities and, at the same time, provide an additional means to achieve greater utilization of these employees.

5. COVERAGE.

- a. The CADE Program is a voluntary Program open to:
 - (1) Interested career or career conditional employees of the FLETC in Grades GS-1-8 or equivalent, (excluding employees occupying career level entry positions) who meet the definition of undertrained.

(2) Handicapped employees (except mentally retarded individuals appointed by use of Schedule A Authority section 213, 3102(t) in corresponding grades) are eligible to compete for CADE positions.

Undertrained is defined as - Employees whose underutilized or latent potential (most often found in dead-ended positions) can be identified and developed through work experience and/or structured training, thus enabling them to perform at a higher level than their present position requires. These employees require additional training and/or experience to meet the qualifications of the target position.

6. RESPONSIBILITIES.

a. Director. The Director of the FLETC is responsible for providing direction and leadership to this program, thereby insuring conformity with Departmental policies and procedures.

b. CADE Program Coordinator. The Coordinator is responsible for the following:

(1) Periodic orientation and training of incumbents and new appointees of program efforts;

(2) Execution of an initial employee skills inventory;

(3) Establishment of a systematic Career Counseling Program to assure that each eligible, interested employee is counseled in depth;

(4) Advising and giving tailored instructions to supervisors in their role on counseling techniques;

(5) Preparation and coordination with the supervisor and employee of an Individual Development Plan for each employee having underutilized potential;

(6) Determining with managers and supervisors the vacancies to be announced under the CADE Program;

(7) Preparation of a Training Agreement for each employee selected for a target position;

(8) Monitoring training agreement to ensure proper counseling and evaluation;

(9) Preparation of quarterly reports to the Department on the CADE Program.

c. Managers and Supervisors. Each manager and supervisor is responsible for supporting this program by working with the Personnel Officer and the CADE Program Coordinator to identify vacancies for this program.

d. Equal Employment Opportunity Officer. The EEO Officer is responsible for closely monitoring the effect of this program as it relates to the Center's EEO-AAP.

e. Personnel Division. Based on the employee skills inventory, the personnel specialists will provide counseling and guidance to as many lower level employees as possible to encourage and assist them in planning and achieving occupational training, education and career goals as they relate to the needs of the individual, the Center and the Federal service.

f. Employees. Each eligible employee who wishes to participate is responsible for:

(1) Providing personal data requested for the various career development segments;

(2) Participating fully in the preparation of the Individual Development Plans and informing the supervisor of progress made towards accomplishing the training requirements reflected in the Individual Development Plan;

(3) Participating in the counseling activities and the individual goal-setting process;

(4) Giving full cooperation to the successful completion of requirements necessary to meet the goals.

7. COUNSELING OF TRAINEE SELECTED FOR CADE TARGET POSITION.

Each work assignment supervisor will consult with the trainee concerning his/her learning progress and career goals at the completion of each major work assignment. Each trainee will be assigned a counselor from the Personnel Division. The counselor will meet with the trainee at least quarterly. Also, the counselor will periodically confer with the trainee's work supervisor or supervisors concerning the trainee's job performance.

8. TERMINATION OF TRAINING, GRIEVANCES AND COMPLAINTS.

a. Termination of Training.

Training may be terminated at any time after six months when it is determined that it is in the best interest of the Center to do so. The provision of this

paragraph is applicable to all training, with or without the use of the training agreement. Upon termination, the trainee will be returned to the former position or to another position of similar duties and grade. The employee will be made aware of the termination provisions prior to entrance into the CADE Program.

b. Grievances and Complaints.

Any grievances and/or complaints arising out of CADE activities will be handled in accordance with appropriate complaint/grievance procedures.

9. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Resource Management.

A. F. Brandstatter
Director